

SPECIAL INSPECTOR FORM

PROJECT ADDRESS: _____

PROJECT DESCRIPTION: _____

PROJECT OWNER: _____

GENERAL CONTRACTOR: _____

PERMIT # _____ **TELEPHONE #** _____ **EMAIL** _____

NOTE: This completed form must be accompanied by a formal written letter requesting the Special Inspector and/or firm by owner of the project listed above.

110.8 SPECIAL INSPECTOR

**SECTION 18-32 VILLAGE OF WELLINGTON, CODE OF
ORDINANCE CHAPTER 1 FLORIDA BUILDING CODES
ORDINANCE No. 2009-03**

- (A) The Special Inspector shall inspect all components of a regulated building system.
- (B) The Inspector shall be a person licensed under Florida Statutes Chapter 468, 471 or 481 as an Inspector in the appropriate category.
- (C) The owner, developer or contractor of such building shall pay all costs of employing a Special Inspector, in addition to all permit fees.

GUIDE LINES FOR SPECIAL INSPECTION

1. Verify soil reports for compliance with design and building code conditions. Transmit reports and certification to the Building Division on a weekly basis.
2. Verify horizontal and vertical location of permitted structure for compliance with the required set backs and elevations before the placement of concrete. Transmit survey and/or survey certification to Building Division.
3. Perform a visual inspection of all components, which cannot be so inspected after installation.
4. Inspect steel reinforcing prior to concrete placement for proper size, # of bars for required element and tie-offs.
5. Verify that shoring and re-shoring has been certified and is constructed in compliance with the engineered shoring plans.
6. Submit weekly inspection reports of daily inspections.
7. To inspect all structural components of buildings such as, but not necessarily limited to, the following:

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- A) Foundation system.
 - B) All slabs.
 - C) Beams and Columns.
 - D) All structural walls.
 - E) Floor and roof trusses.
 - F) Sheathing (structural interior and exterior).
 - G) Structural Steel and connections. Welding by a Certified Welder. Provide copy of Certification to the Building Official. Provide reports in a format approved by the Village with all required necessary documentation (Surveys, Truss Engineering, Soil Reports, etc) attached to each report for accuracy in processing. Some possible forms are attached. Log sheets are required for Data Entry Tickets for File.
8. To inspect all building systems components such as, but not limited to the following:
A) Electrical Systems, B) Plumbing Systems, C) Mechanical Systems, D) Gas Systems &
E) Special Systems
9. Inspection of non-structural items
Inspect non-structural building components such as:
___ Interior non bearing walls
___ Insulation
___ Drywall
___ Fire Rating
___ Florida Accessibility Code Requirements
___ Florida Fair Housing Code Requirements
10. Violations of Chapter 33 of **Florida Building Code 5th Edition (2014)**, SAFEGUARDS DURING CONSTRUCTION, observed during the normal course of specific inspections shall be reported to the attention of the Building Division as soon as possible.
11. Verify that all materials and methods are in accordance with the approved contract documents concerning areas of inspection responsibility.
12. The special inspector upon completion of the building and prior to the issuance of a Certificate of Occupancy shall file a signed and sealed statement with the Building Division in substantially the following form: To the best of my knowledge and belief, the above described construction complies with the permitted documents and all applicable codes.

Inspection Company _____ Telephone # _____

Address: _____

Architect or Engineer for the Inspection Company (F.S. 481 or 471)

Print Name

Signature

Reg. # _____

Telephone # _____

Licensed Inspector(s) (F.S. 468)

SPECIAL INSPECTOR FORM

Print Name: _____

Signature: _____

Reg. # _____

Telephone # _____

**STATE OF FLORIDA
COUNTY OF PALM BEACH**

The foregoing instrument was acknowledged before me this _____ by _____, who
Date Name of Person Acknowledging

is personally known to me or who has produced _____ as identification and who did/did not
Type of I.D.

oath.

SEAL

(Signature of person taking acknowledgment)

(Name of officer taking acknowledgment-typed,
printed or stamped)

(Title or Rank)

(Serial number, if any)

Accepted: _____
Building Division Employee

Date: _____

SUPPLEMENTAL SIGNATURES (SPECIAL INSPECTOR FORM)

Licensed Inspector(s) (F.S. 468)

Print Name

Signature

Reg. # _____

Telephone # _____

**STATE OF FLORIDA
COUNTY OF PALM BEACH**

The foregoing instrument was acknowledged before me this _____ by _____
Date Name of Person Acknowledging

who is personally known to me or who has produced _____ as identification and who did/
Type of I.D.

did not take an oath.

SEAL

(Signature of person taking acknowledgment)

(Name of officer taking acknowledgment typed, printed or stamped)

SPECIAL INSPECTOR FORM

(Title or Rank)

(Serial Number, if any)

Licensed Inspector(s) (F.S. 468)

Print Name

Signature

Reg. # _____

Phone # _____

**STATE OF FLORIDA
COUNTY OF PALM BEACH**

The foregoing instrument was acknowledged before me this _____ by _____
Date Name of person acknowledging

who is personally known to me or who has produced _____ as identification and who did/did
Type of I.D.

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SEAL

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(Title or Rank)

(Serial number, if any)

SPECIAL INSPECTOR FORM

SPECIAL INSPECTOR FIELD REPORT (SAMPLE)

DATE: _____

TIME: _____

WEATHER: _____

PERMIT NUMBER _____

PROJECT ADDRESS _____

INSPECTION COMPANY _____

PHONE NUMBER _____ **FAX NUMBER** _____

TYPE OF INSPECTION _____ **DATE** _____

INSPECTION RESULTS: _____

CORRECTIVE ACTION (if any) _____

VISITORS TO JOBSITE: _____

Inspector's Name

Inspector's Signature

Inspector's Number
(Building Inspectors, Architects or Engineer)